

AGENDA FOR THE PREVISIT MEETING

Items

Notes

I. Individuals involved in the site visit and their respective roles

- A. Site Visit Team (Chair & other members)
- B. NCATE team co-chair and members if a joint state/NCATE visit
- C. State consultant
- D. NEA and AFT state affiliate representatives
- E. Institution's site visit coordinator and unit head
- F. Other institutional representatives

II. Travel Arrangements

- A. Nearest airport and ground transportation
- B. Contacts with team members about travel
- C. Travel between the hotel and campus

III. Hotel/Motel Arrangements

- A. Location in relationship to campus (should be inspected)
- B. Private rooms for team members and state representatives
- C. Meeting room for team work sessions (with appropriate space & lighting; adequate number of outlets)
- D. Computers, printers, clerical supplies, and other equipment for use by the team
- E. Access to copying facilities
- F. Payment of hotel expenses (direct billing to institution or other protocol)

IV. Exhibit Room

- A. Location of exhibits
- B. List of all exhibits for each team member
- C. Organization of exhibits
- D. Critical contents (refer to the chair's planning checklist on the previous pages)
- E. Availability to team on Saturday and/or Sunday

V. Meals and Refreshments

- A. Recommendation of restaurants for evening meals (Saturday, Monday, Tuesday)
- B. Location of Sunday dinner with institutional representatives
- C. Arrangements for Sunday Monday and Tuesday lunches
- D. Refreshments in the team workrooms on campus and in the hotel

VI. Interviews and Observations

- A. Who is to be interviewed (faculty, administrators, students, alumni, cooperating teachers, committees, etc.)
- B. List of all professional education programs coordinated by the unit.
- C. Arrangements for visiting off-campus programs and/or field sites
- D. Arrangements for observing classes in session during the visit (provide class schedule)
- E. Prearranged schedule of individual and group interviews
- F. How to handle follow-up and additional interviews needed during the visit
- G. List of names, positions, etc. of all individuals scheduled for individual and group interviews
- H. Tours of campus, library, and appropriate buildings
- I. Access to student and faculty records

VII. Sunday Evening Function (Dinner or Poster Session)

- A. Institutional officials & faculty who should attend
- B. Introductions (visiting team & faculty)
- C. Presentation by the institution?

VIII. Exit Conference

- A. Who should attend
- B. Time and location
- C. Nature of the conference

IX. Miscellany

- A. "Basic Information Sheet" to be completed by the institution
- B. Secretarial assistance (if needed)
- C. Telephone access for team on campus
- D. Name tags for team members
- E. Escorts to interviews and/or off-campus visits
- F. Access to a work room on campus

Agenda Items for the Team Chair's Previsit with Institutional Administrators

- I. General Information about MoSTEP (and NCATE, if a joint visit) and the program approval process
- II. Overview of the visit, including the nature of questions to be asked during the visit
- III. Needs and expectations of the visit by central administration